



# Carlson Building Maintenance

**PTO Form**

**05-09-2025**

## PTO Form

Employee name: Jose -Carrillo

Employee number: 15491

Department: Service

Manager: Pedro Amaro

Dates of absence: From: 04-18-2025 To: 04-21-2025

Number of hours 15.5

## Manager Approval

☒ Approval

Comments:

This employee missed some PTO they call out for sick

Manager Signature

05-09-2025

Date